

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DD5/OC-025	
1. TITLE OF REPORT (If a fill-in report include Form No.) REGION (Computer Produced Report)						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE		<input checked="" type="checkbox"/> COMMUNICATIONS	
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually				6. DISTRIBUTION (No. of components not number of copies) 1	
7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 147 <input type="checkbox"/> NO			9. DIRECTIVE AUTHORITY REQUIRING REPORT Chief, OC-CCD		
10. PREPARING COMPONENT (Include lowest level contributing information to report) OC-CCD/HF Branch				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
9, Step 3	\$5.07	53	=	\$266.00	1	=	\$266.00
B. COSTS OF COMPUTER PRODUCED REPORTS							
3000 words x .03 = \$312.50				30,000 pages x .03 = \$900.00			
TOTAL COSTS PER YEAR						1166.00	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To maintain an accurate record of equipments and operational documents issued to the field.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)						ESTIMATED SAVINGS	
<input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						MAN-HOURS	DOLLARS
16. DATE OF INVENTORY 7 Oct. 70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090106-1					18. EXTENSION